

World Language Exemption PROCEDURE

Herricks High School *(Revised 2/24/09)*

Student: _____

1. When a guidance counselor becomes aware of a situation where a world language exemption has been requested, the guidance counselor should make Dr. Lori Langer de Ramirez (ESL and World Language Chair) aware. If a request is brought to a member of the PPT, the guidance counselor should be notified.
2. Once Lori is aware, the guidance counselor can begin the paperwork. The world language exemption forms (attached) are found in the guidance office. All forms should be filled out in full. They include:

Name of questionnaire	RECEIVED
GUIDANCE COUNSELOR	<input type="checkbox"/>
WORLD LANGUAGE TEACHER	<input type="checkbox"/>
PSYCHOLOGIST	<input type="checkbox"/>
TEACHER	<input type="checkbox"/>
STUDENT	<input type="checkbox"/>

3. If the paperwork is not filled out correctly, the guidance counselor will return it to the proper staff in order to complete it.
4. The completed paperwork is then returned to PPT for a review. The guidance counselor should inform Eileen Spina and Andrew Frisone that a student is being placed on the PPT roster specifically for a world language exemption. If any guests are expected to attend the meeting (i.e., faculty, parents), Eileen and Andrew must be notified.
5. The PPT will discuss and decide the world language exemption at the next available meeting.
6. Lori will then review the paperwork and the decision made by PPT. If both parties have differing opinions, Dr. Modoono can assist by hearing all sides of the situation.
7. All forms must be filed in the student's permanent folder, whether or not the exemption is approved.

PPT Comments:

[illegible]

PPT

Recommendation:

- ☐ Exemption
- ☐ Non-exempt
- ☐ Non-exempt, w/support(s):

[illegible]

World Language Exemption questionnaire – GUIDANCE COUNSELOR

Dear _____, Subject _____

We are currently evaluating _____, for possible exemption from the world language requirement. Please respond to the following questions about this student. Your feedback will be compiled by the guidance department and shared with all interested parties during a PPT meeting. Please use the reverse side of this form if you have any additional comments and return this form by _____ to _____ in guidance. *Thank you in advance for your time and input.*

Please provide supporting evidence in the boxes below before checking "yes" or "no".

1. Success in L1: *Does the student have difficulty with English?*

Comments

YES

NO

☐☐

2. Success in other subjects: *Is the student passing other subjects?*

Classes

YES

NO

☐☐

3. History: *Is there a history of poor performance in world language/attendance?*

Middle School world language classes (please document year grade in 6-8 grade)

YES

NO

☐☐

Proficiency Exam (please note grade received on exam)

YES

NO

☐☐

Attendance problems or history of cutting

YES

NO

☐☐

4. Reason for request: *Who is requesting this exemption and why?*

Person requesting exemption

Why is this exemption being requested?

World Language Exemption questionnaire – WORLD LANGUAGE TEACHER

Dear _____, Subject _____

We are currently evaluating _____, for possible exemption from the world language requirement. Please respond to the following questions about this student. Your feedback will be compiled by the guidance department and shared with all interested parties during a PPT meeting. Please use the reverse side of this form if you have any additional comments and return this form by _____ to _____ in guidance. *Thank you in advance for your time and input.*

Please provide supporting evidence in the boxes below before checking “yes” or “no”.

1. Success in world language: *Is the student currently achieving D or below on the following assessments?*

Quizzes/Exams	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Projects/Performance Assessments	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Oral assessments	YES <input type="checkbox"/>	NO <input type="checkbox"/>

2. WL Skills: *Does the student demonstrate significant difficulty with the following skills in the target language?*

Listening/Speaking	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Reading/Writing	YES <input type="checkbox"/>	NO <input type="checkbox"/>

3. Remediation: *Has the student made attempts to improve her/his world language skills?*

Disability specific supports (e.g., alternative communication devices/separate testing location)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Extra Help on a regular basis (please fill in dates student attended)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other supports (i.e., peer tutoring, learning center)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

World Language Exemption questionnaire - PSYCHOLOGIST

Dear _____,

We are currently evaluating _____, for possible exemption from the world language requirement. Please respond to the following questions about this student. Your feedback will be compiled by the guidance department and shared with all interested parties during a PPT meeting. Please use the reverse side of this form if you have any additional comments and return this form by _____ to _____ in guidance. *Thank you in advance for your time and input.*

Please provide supporting evidence in the boxes below before checking "yes" or "no".

1. Disability: *Does the student suffer from any of the following disabilities?*

Hearing or visual impairment

YES

NO

☐☐

Severe motor control disability

YES

NO

☐☐

Disturbances in neurological and biochemical development

YES

NO

☐☐

Severe socio-emotional problems

YES

NO

☐☐

Other(s)

YES

NO

☐☐

2. Score: *Is the student's IQ score below 100?*

IQ score

YES

NO

☐☐

World Language Exemption questionnaire – TEACHER

Dear _____, Subject _____

We are currently evaluating _____, for possible exemption from the world language requirement. Please respond to the following questions about this student. Your feedback will be compiled by the guidance department and shared with all interested parties during a PPT meeting. Please use the reverse side of this form if you have any additional comments and return this form by _____ to _____ in guidance. *Thank you in advance for your time and input.*

Please provide supporting evidence in the boxes below before checking “yes” or “no”.

1. Success in L1: *Does the student have difficulty with English in your class?*

Comments

YES

NO

☐☐

2. Success in subject area: *Is the student succeeding in your class in the following areas?*

Quizzes and Exams

YES

NO

☐☐

Projects and Presentations

YES

NO

☐☐

Other

YES

NO

☐☐

3. Remediation: *Does the student attempt to help her/himself to improve in your class?*

Attendance at extra help?

YES

NO

☐☐

Peer tutoring?

YES

NO

☐☐

Learning center or other support?

YES

NO

☐☐

World Language Exemption questionnaire – STUDENT

Dear _____, Subject _____

You are being evaluated for possible exemption from the world language requirement. Please respond to the following questions about your progress in your world language class. Your feedback will be compiled by the guidance department and shared with all interested parties during a PPT meeting, as well as with Dr. Langer de Ramirez, the Chair of the ESL and World Language Department. Please use the reverse side of this form if you have additional comments and return this form by _____ to _____ in guidance.

Please provide supporting evidence in the boxes below before checking “yes” or “no”.

1. Success in world language: *Are you currently achieving D or below on the following assessments?*

Quizzes/Exams	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Projects/Performance Assessments	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Oral assessments	YES <input type="checkbox"/>	NO <input type="checkbox"/>

2. Remediation: *Have you made attempts to improve your world language skills?*

Disability specific supports (e.g., alternative communication devices/separate testing location)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Extra Help <i>on a regular basis</i> (please fill in dates student attended)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other supports (i.e., peer tutoring, learning center)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

3. Reason for request: *Please explain, in your own words, why you are requesting this exemption.*

--